**Study Skill No. 2: Ideas to Help Students Get Organized**

***If you’re organized, you have what you need when you need it. This study skill will give you several ideas how to get organized. You, of course, must determine what’s going to work best for you.***

***There's no “right” way to get organized. Teens need to be creative and flexible until they discover what works best for them. Here are some tips and suggestions from successful students.***

* If you work well with [technology](http://www.ncld.org/students-disabilities/assistive-technology-education/assistive-technology-education), use organizer software on a computer, a smartphone or tablet.  **Remember QVHS gives you a free laptop and agenda planner!**
* Retype your class notes and save them (with dates and course titles) on your computer. You can email them to yourself for easy access or use file-sharing software like [Dropbox](https://www.dropbox.com/mobile" \t "_blank).
* Write reminders on sticky notes or keep list pads around your room, by your desk, in your notebooks, and even by your bedside to write down things as your think of them. Be sure to collect these notes and consolidate all of the reminders on a single “to-do” list every day.
* There are also plenty of [smartphone apps](http://www.ncld.org/students-disabilities/assistive-technology-education/apps-students-ld-organization-study" \t "_self) that provide digital sticky notes. Use these when you’re on the go or all the time if digital sticky notes are easier to compile than their paper counterparts.
* Divide your notebooks into sections for each subject. Hole punch and insert handouts or assignments in the appropriate notebook sections. Be sure to use dividers, and consider using different colored tabs for each subject.
* If you tend to lose papers, try using a zipper binder to keep track of homework assignments.
* Create a system for tracking papers. A file cabinet might work well, or you can find a cardboard box large enough to fit file folders, label a folder for each subject, and insert papers in the appropriate file folders in the box.
* Have phone numbers for your classmates. At least make sure you have a phone number for at least one person in each class. Then you’ll have someone to call if you have a question about an assignment, and if you’re absent, then you’ll have someone to call to find out what you missed.
* Try a dry-erase calendar board if you want more space (and like using markers!) to keep track of daily tasks and events.
* Keep your locker and backpack neat. Never put loose or folded papers (homework, handouts etc.) in your locker, backpack or books. Always put them in the appropriate folder or notebook, and always keep your locker and backpack neat, clean and organized.
* Get Organized before you go to be. Put completed homework in the appropriate folders, and put everything you need for the next day in the same place each night. If there’s something you need to remember to do in the morning, leave a note for yourself so you don’t forget it.